

CACFP Policy Memorandum 2003-05 Revision 1

TO: Family Day Care Home Sponsors

FROM: Paul McElwain, Director
School and Community Nutrition

RE: Provider Meal Times, Types and Duration of Meal Service

DATE: July 1, 2004

This is a revision to Policy memo 2003-05 dealing with provider meal services, especially meal types and approved serving times.

Sponsors must approve and ensure compliance with each sponsored provider's approved meal times, types, and duration of meals.

Providers may choose to be reimbursed for up to two meals and one snack, or two snacks and one meal per child per day. The choices include:

1. breakfast;
2. AM snack;
3. lunch;
4. PM snack;
5. supper; and
6. Late night snack

A provider must be approved for nighttime care by Licensing in order to claim supper and/or late night snack.

Pursuant to the agreement between the Sponsoring Organization (SO) and the Provider, the Provider must notify the SO of changes in the times of any approved meal service. When there is a change, the SO has the option to update the provider site sheet and notify the State Agency of the change. Regardless of whether the SO elects to exercise that option, the SO is held responsible for knowing what time Providers are serving what meals. The SO/Provider Agreement sets out the penalties for serving meals at other than the approved meal times.

In order to be claimed for reimbursement, breakfast must be served at or close to the beginning of the child's day in care. Only lunches served between 10:00 am and 2:00 pm may be claimed for reimbursement. Only suppers served between 5:00 pm and 8:00 pm may be claimed for reimbursement.

We suggest that the duration of a meal (breakfast, lunch, supper) should be no longer than one hour and snack should last no longer than thirty (30) minutes unless the provider is approved for shift care, in which case each shift may have their own time frame.

Pursuant to 922 KAR 2:120(23), licensed family day care homes must provide for at least a two (2) hour lapse, but no longer than three (3) hours, between each meal or snack. No such requirement exists in the state regulations for certified or registered homes and we do not impose one.

Infants may be fed on demand; providers do not have to feed infants during scheduled meal times. However, providers may still only be reimbursed for two meals and one snack or two snacks and one meal.

The effective date of this policy is October 1, 2004. Any questions regarding this policy should be directed to Susanne Hubbard at 502/564-5625.